

## Provider Checklist

- **1. Decide to Submit Electronic Transactions to Take Advantage of HIPAA's Benefits, or**
  - Partner with a HIPAA compliant electronic biller, practice management vendor or clearinghouse, OR
  - Purchase a HIPAA compliant software billing package.
- **2. Gather the Information You Need**
  - National coding manuals (CPT, HCPCS, NUBC, ICD-9-CM)
  - Medicaid Provider Manual and bulletins
  - MDCH Electronic Submissions Manual
  - MDCH Data Clarification Documents
- **3. Convert to the HIPAA Compliant Standards**
  - Move from all non-compliant formats to the 837 v. 4010 A1.
- **4. Begin Testing Now!**
  - MDCH is ready to test your 837 v. 4010 Professional claims today.
  - Complete Integrity Testing with Foresight's HIPAA Validator to confirm HIPAA compliance.
  - Then begin B2B Testing with MDCH and other payers. Submit sample 837 v. 4010 test claims to ensure compatibility with MDCH and other payers' business rules.
  - Begin testing all other HIPAA transactions beginning April 16, 2003 with all payers.
  - Submit test claims using current coding until notified by MDCH and your other payers.
- **5. Check with Other Payers for Details about their HIPAA Implementation Plans, Key Dates, and Testing Schedules**

## Testing Resources

### B2B Test Instructions

To access this page, please go to [www.michigan.gov/mdch](http://www.michigan.gov/mdch). Go to Providers, click on the right quick link HIPAA Implementation and then scroll down to HIPAA Testing and Certification.

This document has active links to:

- Test instructions
- Code set information
- Data Clarification documents
- MDCH Electronic Submission Manual (MDCH Billing Instructions)
- Frequently Asked Questions (FAQ)

### Policy Bulletins, Medicaid Informational Letters

MDCH policy bulletins and informational letters to Medicaid providers are posted at [www.michigan.gov/mdch](http://www.michigan.gov/mdch). Go to Providers, Information for Medicaid Providers, Michigan Medicaid Uniform Billing Project.



## Primary Resources

Michigan Department of Community Health  
[www.michigan.gov/mdch](http://www.michigan.gov/mdch)  
 Michigan Virtual University's HIPAA primer  
[www.healthcare.mivu.org](http://www.healthcare.mivu.org)  
[mihealth.org](http://mihealth.org)—your Michigan health resources link  
[www.mihealth.org](http://www.mihealth.org)

- Blue Cross Blue Shield of Michigan  
[www.bcbsm.com/providers/hipaacentral.shtml](http://www.bcbsm.com/providers/hipaacentral.shtml)
- Delta Dental of Michigan  
[www.deltadentalmi.com/hipaa/hipaaIntro.html](http://www.deltadentalmi.com/hipaa/hipaaIntro.html)
- Medicare Part A  
[ugsmedicare.com](http://ugsmedicare.com)
- Medicare Part B  
[www.ss.wpsic.com/medicare\\_web](http://www.ss.wpsic.com/medicare_web)
- HIPAA regulations  
[aspe.os.dhhs.gov/admsimp](http://aspe.os.dhhs.gov/admsimp)
- HIPAA Advisory  
[www.hipaadvisory.com](http://www.hipaadvisory.com)



**Is Your Practice Ready**  
**FOR THE HIPAA TRANSACTIONS DEADLINE?**

# ARE YOU READY TO TEST YOUR 837 V. 4010 MEDICAID CLAIMS WITH MDCH?

*HIPAA Transaction compliance day is October 16, 2003.*

*Will you be ready to submit HIPAA compliant transactions to all of your payers and avoid interrupting your practice's cash flow?*

## Your Responsibility as a Provider

Healthcare Providers are specifically named in the HIPAA law as a covered entity. As a covered entity, it is your responsibility to convert to HIPAA mandated electronic transaction formats.

**If you submit electronic claims directly to payers**, you must update your EDI processor or System and perform internal (integrity) testing.

**If you partner with a billing company** or clearing-house, make sure that the claims they process on your behalf are HIPAA compliant with all your payers.

*If your electronic claims are not compliant, they won't be accepted for processing. If they are not processed, they can not be paid.*

## Begin Testing Now

The key to a successful conversion is to get your claims in now for testing. The Michigan Department of Community Health is encouraging providers to conduct two stages of testing to assure HIPAA compliance. Stage one integrity testing assures your transaction files will be HIPAA compliant. Stage two business-to-business testing assures that transactions between payer and provider systems are compatible.

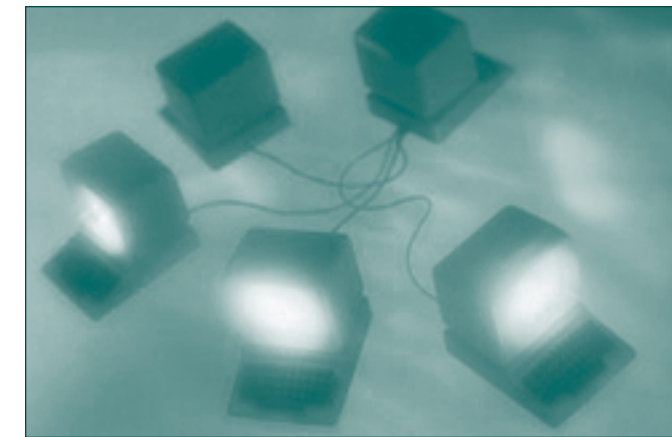
## Stage One: Integrity Testing

MDCH recommends providers utilize a third party testing and certification service (like Foresight) for stage one testing prior to conducting stage two business-to-business testing with payers like MDCH. The Michigan Department of Community Health, in partnership with Blue Cross Blue Shield of Michigan, is making the Foresight HIPAA Validator – a web-based HIPAA testing tool – available for free at [www.bcbsm.com/providers/trans\\_test.shtml](http://www.bcbsm.com/providers/trans_test.shtml).

## Stage Two: Business-to-Business Testing with MDCH

MDCH began testing 837 v.4010 claim formats (Professional, Institutional, Dental) during the third quarter of 2002. If you have not submitted 837 test claims, you should do so now.

After you have passed both testing stages, your practice will be ready to submit HIPAA compliant 837 v.4010 claim transactions to MDCH, and MDCH will be ready to accept and pay your 837 claim transactions.



## TESTING OTHER HIPAA TRANSACTIONS

*There are many HIPAA transactions that will streamline healthcare administration and improve how we conduct business with each other. MDCH will begin business-to-business testing of the remaining transactions beginning April 16, 2003.*

# WHAT MEDICAID PROVIDERS MUST KNOW ABOUT CODE SETS



## Standard Codes Will Replace Local Codes

MDCH has made substantial progress replacing proprietary local codes with standard national codes. As we move forward, be advised that MDCH will provide notice when codes must be changed. It is important that providers pay

attention to their national code set group and MDCH for guidance regarding code set changes. Many changes will continue to transpire between now and October 16, 2003.

## Procedure Codes Are Date-of-Service Specific

Service rendered on or after October 16th will require standard codes. If the date of service is prior to October 16, 2003 and a local code was in effect for that date, that local code must be used regardless of when the claim is submitted.

All codes for billing MDCH will be HIPAA compliant no later than October 16, 2003. Providers will have notice of any outstanding local procedure code conversions to national codes by

August 1, 2003. If a code requires a policy change, this change will be promulgated through the MDCH policy process.

## Regardless of Whether you Submit Paper or Electronic Files you Need:

- To own your current national code set manual(s)
- MDCH Medicaid Provider Manual for your provider type
- MDCH numbered letters and bulletins for your provider type
- Current Medicaid fee screens